

State Agency Waste Management Annual Report for

California Department of Transportation (366)
2003 - Annual Report

Annual Report Summary -

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Part I

State Agency Name: California Department of Transportation
Address: 1120 N Street Sacramento, CA 95814
Director: Will Kempton
Title: Director
Recycling Coordinator: Judy Shepherd
Address: 1120 N Street, MS-89 Sacramento, CA 95814
Work Phone: (916) 654-7040 Ext: 0
Fax Number: (916) 654-6376
Email Address: judy_shepherd@dot.ca.gov
Total Employees: 3,895

Part II

Verified	Headquarters Office 1120 N St. Sacramento, CA 95814 Number of Employees: 1896	Judy Shepherd 1120 N Street, MS-89 Sacramento, CA 95814 Phone: (916) 654-7040 Ext: 0 Fax: (916) 654-6376 Email: judy_shepherd@dot.ca.gov
Verified	Farmers Market Complex 1801 30th St. Sacramento, CA 95814 Number of Employees: 768	Judy Shepherd 1120 N Street, MS-89 Sacramento, CA 95814 Phone: (916) 654-7040 Ext: 0 Fax: (916) 654-6376 Email: judy_shepherd@dot.ca.gov
Verified	Farmers Market 1727 30th St. Sacramento, CA 95814 Number of Employees: 643	Judy Shepherd 1120 N Street, MS-89 Sacramento, CA 95814 Phone: (916) 654-7040 Ext: 0 Fax: (916) 654-6376 Email: judy_shepherd@dot.ca.gov
Verified	M & R Laboratory 5900 Folsom Boulevard Sacramento, CA 95816 Number of Employees: 388	Judy Shepherd 1120 N Street, MS-89 Sacramento, CA 95814 Phone: (916) 654-7040 Ext: 0 Fax: (916) 654-6376 Email: judy_shepherd@dot.ca.gov
Verified	HQ Equipment Shop 3400 R Street Sacramento, CA 95816 Number of Employees: 155	Judy Shepherd 1120 N Street, MS-89 Sacramento, CA 95814 Phone: (916) 654-7040 Ext: 0 Fax: (916) 654-6376 Email: judy_shepherd@dot.ca.gov
Verified	HQ Warehouse 1900 Royal Oaks Sacramento, CA 95815 Number of Employees: 45	Judy Shepherd 1120 N Street, MS-89 Sacramento, CA 95814 Phone: (916) 654-7040 Ext: 0 Fax: (916) 654-6376 Email: judy_shepherd@dot.ca.gov

Total Employees: 3895

Part III Section 1

Summary of program information entered to date.

Diversion Calculations

Program	Existing	Planned/ Expanding	Tons
Business Source Reduction		X	0.000
Material Exchange	X		486.670
Beverage Containers	X		0.550
Cardboard	X		37.470
Newspaper	X		54.460
Office Paper (white)	X		121.980
Office Paper (mixed)	X		34.740
Other Materials	X		35.360
Tires		X	0.000
Total Tonnage Diverted			771.230
Total Tonnage Disposed			692.150
Total Tonnage Generated			1,463.380
Overall Diversion Percentage (Tonnage Diverted / Tonnage Generated)			52.7%

Hazardous Materials (Programs not included in calculations)

Program	Existing	Planned/ Expanding	Tons
Batteries	X		(0.001)
Used Oil/Antifreeze		X	(0.000)

Part III Section 2

This section of the annual report presents the methods in which your agency informed both employees and customers served that a recycling program was being implemented. Below are identified the programs you reported were continued or implemented during 2003.

1. Brochures, Newsletters, Publications

Part III Section 3

Procurement Activities Implemented in 2003

This section of the annual report presents your compliance with the State Agency Buy Recycled Campaign (SABRC). The activities identified below were reported as implemented or continued during 2003. (Note: Completing this section does not meet the [SABRC reporting requirements](#) (PCC Section 12162(b)).

No Data on File For Part III Section 3

Part IV

1. Is the mission statement of the State agency/large State facility the same as reported in the previous year?

Yes

If No, what is the new mission statement?

2. How has the waste stream (i.e. those materials disposed in landfills) changed since the Integrated Waste Management Plan was submitted? (Changes include kinds and quantities of materials disposed in landfills.)

The waste stream should begin to decrease since the Integrated Waste Management Plan has been submitted. This is due to new waste diversion programs that have been put into practice along with more accurate reporting since the implementation

of the Integrated Waste Management Plan.

3. **Summarize what [waste diversion programs](#) were continued or newly implemented in 2005.**

At the District Offices, Headquarters, and the larger field offices, typical office supplies, furniture, and equipment are recycled. For example, white paper, mixed paper, beverage containers, cardboard, beverage containers, toner cartridges, are diverted. At some of the smaller field offices, the employees are encouraged to recycle the above-mentioned materials, but because of their location or relatively small amount of waste generated, are not always tracked and therefore may not be included in the report. When appropriate, office furniture and computer equipment are donated to charitable organizations.

Other types of materials that are generated by the Department are a result of the fleet of vehicles owned by Caltrans. Some of these materials include motor oil, engine lubricants, anti-freeze, tires, and solvents. Even though these waste materials do not count towards AB 75, they still do get recycled. Over the years, the Department has undergone a significant move to lower emissions from our vehicles. Caltrans has termed this "Greening the Fleet". More information on this can be found at <http://www.dot.ca.gov/hq/eqsc/CleanAir/greenfleet.htm>.

4. **How were the tonnages determined for the materials disposed and diverted? (e.g. waste assessments, per capita generation and extrapolation, actual disposal weights, or actual recycling weights)**

Amounts of materials disposed and diverted were determined by a variety of methods. For materials generated within the District Offices and Headquarters, which were recycled, the documentation was achieved by reviewing the actual receipts from the independent vendors who supply this service. In cases where obtaining actual receipts was not feasible, estimates were used by extrapolating the size and weight of containers and multiplying by the frequency of service. For materials, which were disposed of, the primary source for documentation was to extrapolate by determining the approximate average weight of the material in the disposal containers multiplied by the frequency of service. For determining the weights of the C & D debris the construction contractor supplied Caltrans with the information based on weight tickets and receipts. Weight conversion charts from the CIWMB were also used to convert volumes to tons.

5. **What types of activities are included in each of the reported programs? (The following link of [category definitions](#) may assist you in answering this question.)**

Some typical waste reduction activities include paper form reduction, recycling toner cartridges, recycling printer cartridges, and recycling batteries. In addition, the headquarters facilities re-uses moving/storage boxes.

The department started sending out electronic statewide bulletins this year, and the department continues to use online forms. The Department does encourage the use of email, double-sided photocopying, and the reuse of envelopes. While these activities are included in the programs, they do not figure into the diversion calculations.

6. **Has the State agency/large State facility adopted or changed its waste reduction policy?**

No

If Yes, what is the new waste reduction policy?

7. **What resources (staff and/or funds) did the State agency/large State facility commit toward implementing its Integrated Waste Management Plan in 2005 to help meet the waste diversion goals?**

The Department has identified one recycling coordinator in each district and at headquarters along with a Resource Conservation Senior in the Headquarters Resource Conservation Branch. No additional PY's were allocated for these positions. The recycling coordinators have the responsibility to report on AB 75 in addition to

their prior duties.